

**INDIANA
WORKFORCE
DEVELOPMENT**



Frank O'Bannon, Governor
Alan D. Degner, Commissioner

Dept. of Workforce Development
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An Equal Opportunity Employer

To: All Office Managers and Supervisors

From: Alan D. Degner, Commissioner

Date: May 5, 2003

Subject: DWD Policy 2002 - 51
Weapons Policy

Purpose: Continuing concern for the safety of our employees and customers has prompted the Department of Workforce Development to reiterate its position on the presence of weapons in any of its facilities.

Rescission: DWD Communication W97P-4151

Content: Every employee of the Department of Workforce Development has the right to work in a safe and non-threatening environment. In order to diminish the possibility of workplace violence, I am reiterating the Department of Workforce Development's prohibition against weapons within any of our facilities. The nature of our business makes it imperative that every possible precaution be taken to ensure the safety and welfare of our staff and customers. To assist in effectively communicating this policy, enclosed is an updated poster that shall be prominently displayed with other notices and posters in the facility.

Effective Date: May 5, 2003

Review Date: May 5, 2005

Ownership: DWD Investigations and Security

Action: Managers and Supervisors will provide all staff with a copy of this policy.

ADD/RLS/rls

NO WEAPONS ALLOWED



To ensure the safety of Staff and Customers, it is the policy of the Department Of Workforce Development that no firearms or other weapons are allowed in this facility. Those in possession of illegal weapons are subject to prosecution.

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